

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Special Board Meeting Minutes

4 January 5, 2016

5 Library Board Vice-President Margaret Payne called the Special Meeting to order at 8:33 a.m. in the  
6 Library's Community Room. Also attending were Trustees Alexander Conrad, Tom Fiscus, and Regina  
7 Zwilling; Owner's Rep Liz LeRoy; Library Director Phil Heikkinen; Design Committee member David  
8 Kau; Friends Board member Leif; Julie Blazek and Christine Baldwin of HKP Architects; and community  
9 members Fred Klein and Ken Gibbs.

10 1. Introductions: Margaret welcomed everyone to the meeting and led introductions.

11 2. Additions or Modifications to the Agenda: None

12 3. Library Building Project – Design Discussion:

- 13 • Liz reviewed progress so far, and suggested that this would be a good day to reach clarity about the  
14 floor plan, roof plan, and the stairs from Library Park.
- 15 • Margaret discussed the competing space priorities, for example between a new community meeting  
16 room and increased shelving capacity.
- 17 • Phil reviewed the reasoning behind removing the dedicated new community room in favor of  
18 shelving in that space, which was to make sure the Library does well what only it can do (increased  
19 collection size, which has been a consistent community priority), and to avoid an awkward  
20 compromise if we were to try to squeeze in a community meeting space (which other venues on  
21 Orcas can also offer). He reviewed other layout decisions as well.
- 22 • Julie shared a PowerPoint presentation to be shown at the day's two public programs and answered  
23 questions.
- 24 • The Board discussed roof options as proposed by HKP and the deletion of the shower option in  
25 the designs.

26 4. Other: None.

27 5. Adjournment: There being no further business, the meeting was adjourned by the Vice-President at  
28 10:54 a.m.

29 Submitted by Phil Heikkinen.

30 Approved by Consensus \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 January 12, 2016

5 Library Board Vice-President Margaret Payne convened the meeting at 8:32 a.m. in the  
6 Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Tom  
7 Fiscus, and Regina Zwilling; Library Director Phil Heikkinen and staff members Nita  
8 Couchman and Mary Pugh; Owners Representative Liz LeRoy. Friends Board Member  
9 Leif, Design Committee Member David Kau, and guest Tim Martin also attended. HKP  
10 staff arrived at 8:50 a.m.

11 **WELCOME & INTRODUCTIONS** – Margaret welcomed everyone, and thanked them  
12 for attending.

13 **OFFICER ELECTION, COMMITTEE ASSIGNMENTS, AND CALENDAR**

14 Officer Election: Margaret reviewed the positions and duties of the officers.  
15 Margaret made a **MOTION** accepting the candidates as proposed with Margaret Payne  
16 as President, Tom Fiscus as Vice-President, and Alexander Conrad as Secretary. Alex  
17 seconded, and the **MOTION** passed unanimously.

18 Committee Assignments: Margaret discussed standing committees for 2016. She  
19 reviewed the Collection Management Committee and the Board discussed how the  
20 committee might be reorganized to include programming and other library services. Phil  
21 reviewed how standing committees are incorporated into the By Laws, and the process  
22 to make changes. Margaret will chair Facilities & System; Tom will chair Policy  
23 & Personnel; Regina will chair Finance; Alex will chair Communications; and Martha  
24 will chair the reorganized Collection Management.

25 Meeting Dates & Agenda: The Board discussed the 2016 meeting days and basic  
26 agenda. It was agreed that the regular meeting of the Library Board Trustees will be  
27 held on the second Tuesday of each month beginning at 8:30 am in the meeting room of  
28 the Library. In addition the Board will hold a second meeting each month as needed for  
29 work on the building expansion. The agenda will remain the same.

30 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None.

31 **ROUTINE MATTERS**

32 Minutes: The Board reviewed the Minutes from December meetings. Regina  
33 made a **MOTION** to approve the December 8, 2015 Regular Meeting Minutes with no  
34 changes; Tom seconded, and the **MOTION** passed unanimously, with Alex abstaining.

35 Tom and Margaret approved by consensus the Minutes of the December 22, 2015  
36 Meeting. No other Trustees from the meeting are still on the Board.

37 Vouchers and Payroll: Regina said she had reviewed the invoices for the General  
38 and Building Funds. She recommends approval of all items processed.

39	12/2/2015 Invoice Accounting Report	\$6,015.98
40	12/8/2015 Invoice Accounting Report	\$2,003.62
41	12/15/2015 Invoice Accounting Report	\$1,726.92
42	12/21/2015 Invoice Accounting Report	\$1,922.42
43	12/28/2015 Invoice Accounting Report	\$1,507.77
44	12/2/2015 Invoice Accounting Report (Bldg Fund)	\$51.84

45	12/8/2015 Invoice Accounting Report (Bldg Fund)	\$26,340.94
46	12/15/2015 Invoice Accounting Report (Bldg Fund)	\$1,050.71
47	12/28/2015 Invoice Accounting Report (Bldg Fund)	\$14.20

48 Regina made a **MOTION** to approve all payments from the December General Fund  
49 invoice accounting reports totaling \$13,176.71; Tom seconded, and the **MOTION** passed  
50 unanimously.

51 Regina made a **MOTION** to approve the December Building Fund invoice accounting  
52 report totaling \$27,457.69; Tom seconded and the **MOTION** passed unanimously.

53 Mary explained the migration to online timesheets and payroll reporting. She said that  
54 with the change, the reports will be signed in February.

55 **PUBLIC COMMENT** – Tim Martin asked that the Board consider a coffee café or cart  
56 for the addition. The Board referred Tim to the Friends.

57 **PLANNING & PRIORITIES**

58 Library Building Expansion: HKP architect Julie Blazek reviewed the  
59 presentation for the public meeting later today. The Board asked about collection  
60 shelving increase, seating estimates, radiant heating, and Rose Street upgrades. Liz  
61 covered the timeline remarking that it is an aggressive schedule that has little room for  
62 contingencies or delays.

63 Phil reviewed the finances to date. Alex is working on the Naming Committee  
64 overview.

65 Board Retreat Agenda: The Board drafted a working agenda for the January 19  
66 Retreat.

67 **NEW BUSINESS**

68 Relevant News and Issues: None.

69 Director's Report: Phil's written report was noted; He discussed OICF's  
70 community measures and how the Library will participate in the survey.

71 Friends of the Library: Leif reported on the upcoming Winter Booksale, February  
72 27 between 10 am and 2 pm. He is hoping to include a display on the building project.

73 **REPORTS FROM ACTIVE COMMITTEES**

74 Collection Management: None.

75 Community Relations: Tom asked about attending community dinners and  
76 giving a presentation. Regina said most venues do not lend themselves to a PowerPoint  
77 presentation.

78 Facilities & Systems: Phil said he was working on a fix for the exit bars on the  
79 public doors. He enlisted the help of local welder, Pete Welty, and thanked him for the  
80 repair. Phil also reported on water leaks during the recent high wind and rain.

81 Finance: None.

82 Policy & Personnel: Tom, as the new committee chair will work with Phil on the  
83 purchasing policy.

84 **PUBLIC COMMENT** – None.

85 **OTHER** – None.

86 **DIRECTOR EVALUATION PROCESS** – Margaret asked for the written reports. She  
87 will add a discussion of the process to the retreat agenda. An executive session will be  
88 scheduled for the February regular meeting.

89 There being no further business, the Meeting was adjourned at 10:36 a.m.

90 Submitted by Mary Pugh.

91 Approved \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Library Board Retreat Minutes

4 January 19, 2016

5  
6 Library Board President Margaret Payne called the Board Retreat into order at 9:10 a.m. in the OPAL  
7 Conference Room. Also attending were Trustees Alexander Conrad, Tom Fiscus, Martha Fuller, and  
8 Regina Zwilling (who left at 1:55); and Library Director Phil Heikkinen; Owner's Rep Liz LeRoy attended  
9 by phone from 1:05 to 1:45.

- 10 1. Introductions: Margaret welcomed everyone to the meeting. Attendees shared their family history,  
11 careers, and personal interests.
- 12 2. Building our Team: The group listed qualities and values to guide how we will work together in 2016.
- 13 3. Review Library Board Roles and Responsibilities: Margaret and Phil shared materials gathered from  
14 ALA and other sources about the roles of library trustees and library directors, and about how their  
15 efforts can best complement each other.
- 16 4. Revise "Collections Management" Standing Committee: Attendees discussed their committee  
17 assignments, and Margaret made the following appointments:  
18 Financial: Regina  
19 Facilities and Systems: Margaret  
20 Policy and Personnel: Tom  
21 Community Relations: Alex  
22 Collection Management: Martha. The Board will follow up with a by-laws change to make this the  
23 Resources and Programs Committee.
- 24 5. Set goals and tasks for 2016:
- 25 1. Work with Owner's Rep Liz LeRoy; HKP, San Juan County; EPRC; contractors, etc. to complete  
26 expansion on time, on budget, and with the quality demanded by the community. Also, make  
27 adjustments and revisions in the existing building as part of the project. (Margaret and Phil)
- 28 2. Raise remaining \$175,000 of \$3.5 million expansion budget through public fundraising campaign  
29 and continued conversations with major donors. Note, there are a few items in the expansion that  
30 are budgeted as "add-alternates," if additional monies become available. The most important of  
31 these are the stairs to Library Park. (Alex, Margaret)
- 32 3. Develop planned giving and estate planning options for donors. (Tom)
- 33 4. Plan a "groundbreaking" celebration for June. (Margaret, Martha)
- 34 5. Keep community and donors continuously updated on expansion progress through frequent  
35 bulletins, expanded newsletter, website, social media, etc. (Margaret, Regina, Phil)
- 36 6. Revisit expansion "advisory" committees, including goals and timelines. (Board)
- 37 7. Work with Liz to update purchasing and signing authority policies, and to continuously track  
38 expansion expenditures. (Tom and Phil)
- 39 8. Update any other policies and procedures affected by building project, for example use of new  
40 small group rooms. (Tom and Phil)
- 41 9. Ensure we follow requirements for state grant of \$1.4 million. (Martha, Phil)
- 42 10. Oversee 2016 budget. (Regina, Martha)
- 43 11. With Director and staff, review 2017 budget. (Regina, Martha)
- 44 12. Begin preparing for eventual levy to cover M & O of expanded library. (Martha, Regina, Alex)
- 45 13. Support Director and staff in developing programs for expanded library. (Martha)
- 46 14. Draft guidelines for collaborative programming with community groups, such as Garden Club,  
47 Orcas Crossroads, Orcas Currents, etc. (Martha, Tom, Phil)

- 48 15. Participate in expanded “shower” and other conversations regarding community health/needs;  
49 possibly including the Library serving a role in disaster recovery as a shelter (perhaps including a  
50 generator). (Alex)  
51 16. Revisit and update as appropriate our Library Strategic Directions. (Board)  
52 17. Ensure effective ongoing operation of the Library, focusing on achieving priority service goals as  
53 approved by the Board. (Phil)  
54 18. Continue strengthening or maintaining community partnerships with social service agencies (SJC  
55 Network) and others as appropriate. (Board)  
56 19. Schedule and take part in OPMA training as needed for Trustees and staff.  
57 20. Operating expenses in the new facility. (Board, Phil)

58 12:25-1:00 Lunch

- 59 6. Update expansion project: Liz joined the meeting by phone.  
60 • The group discussed the design development process, and agreed that this is a good time to begin  
61 forming community advisory committees as appropriate for completing the project, especially for  
62 such processes as furnishing the building, landscaping, and prioritizing the add-alternates.  
63 • Liz described her outreach to contractors.  
64 • We can expect the next design updates from HKP during the first week of February.  
65 • Liz will work with Phil and the Board on making sure the expenditure approval process is  
66 transparent and timely.
- 67 7. Director evaluation process: Margaret will compile feedback from Trustees; and Phil will write up a  
68 self-evaluation, board evaluation, and list of priorities from his perspective. All will focus on  
69 development opportunities, while also maintaining ongoing operations and managing the building  
70 project. We will add an executive session to the February 9 agenda for Review of the Director.
- 71 8. Other: None.
- 72 9. Adjournment: There being no further business, the meeting was adjourned by the President at 3:05  
73 p.m.

74 Submitted by Phil Heikkinen.

75 Approved: \_\_\_\_\_